



The Upper Marlboro/Waldorf (MD) Alumni
Chapter of Kappa Alpha Psi Fraternity, Inc.



UM/W New Project Proposal Process

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Purpose of presentation

- ◆ To present the process for proposing new projects or events for “The U”.
- ◆ Clarify the roles and responsibilities of the chapter’s leadership and Board of Directors (BoD) in this process.
- ◆ Work in concert with the chapter’s budget process
- ◆ Training for leadership



Alignment with Chapter By-Laws

- ◆ UMW Article VI, Section 1 of the Chapter By-Laws outlines the function of the Board of Directors:
 - ◆ *Its function is to vet, provide advice and recommendation to the Chapter on long-term strategy, committee reports, ideas, programs, actions, and functions prior to Chapter Consideration.*



Notification of intent to submit new project/event proposal

- ◆ Chapter Brother notifies Chapter Polemarch, Chapter Board of Directors, or Committee/Special Committee Chairman of their intent to submit a proposal.
 - ◆ *Chapter retreat*
 - ◆ *Chapter meeting (**informational only**)*
 - ◆ *Board of Director's meeting*



Project Proposal Development

- ◆ Polemarch, Board of Directors, and Committee/Special Committee Chairman review the project proposal.
- ◆ *Supports the chapter's established programs or events*
- ◆ *Risk exposure to the chapter*



Project Proposal Development (cont'd)

- ◆ Contents of project plan (at a minimum):
 - ◆ Overall project/event purpose
 - ◆ Target audience
 - ◆ Date, time, location
 - ◆ Overall chapter responsibility
 - ◆ Financial, Manpower
 - ◆ Alignment with chapter budget line item
 - ◆ Includes projected revenues, proposed expenses, and anticipated losses



Project Proposal Development (cont'd)

- ◆ Contents of project plan:
 - ◆ *Event insurance form (IHQ requirement)*
 - ◆ *Benefits and/or identified risks to the chapter*
 - ◆ *Mitigation strategy for identified risks*
 - ◆ *List next steps and action items for chapter leadership*



Project Proposal Submission

- ◆ The brother presents the project proposal to the Board of Directors (BoD) for vetting.
- ◆ The brother (and/or member of his committee) are strongly encouraged to attend the BoD meeting to answer questions from the Board.
- ◆ If no one from the project/committee is at the BoD meeting, project **will not be** considered.



Post Project Proposal Submission

- ◆ Once the project proposal has been vetted by the BoD, the following steps occur:
 - ◆ *If the Board **approves** the project proposal, the brother brings his proposal before the chapter for a vote.*
 - ◆ *If the Board **does not approve** the proposal, the brother must make the necessary corrections to satisfy any outstanding issues of the Board.*
 - ◆ *If a Brother presents his report to the chapter **without** first presenting it to the BoD for proper vetting, the report is considered for **informational purposes only**. No formal vote should be taken or allowed on the proposal.*

Questions?

